

SUDBURY HOUSING AUTHORITY

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MINUTES OF THE REGULAR MEETING

December 12, 2017

The SHA met in open session at 55 Hudson Road, Sudbury, at 4:00 p.m. Those present were: Chair: S. Cline; Vice Chair: L. Pastuszek; Treasurer: S. Swanger; Member: K. Kang; Member: A. Lepak; Executive Director: S. Cusolito

Minutes: A motion was made by S. Swanger, seconded by L. Pastuszek, and voted, to approve the minutes of the November 14, 2017 Regular Session. S. Cline abstained.

Checks Approval: A motion was made by L. Pastuszek, seconded by S. Swanger, and unanimously voted, to approve checks written in November 2017.

K. Kang asked if electronic bill payment is a possibility. S. Cusolito responded that, given the requirement for back-up record-keeping, she thought it neither possible, nor a time-saver, but agreed to look into it. The SHA is currently experiencing significant check-writing time-savings by syncing payment cycles and reducing the number of payment cycles to two per month.

NEW BUSINESS

PMR Formula Funding Results: Although the results rate the SHA in the “operational guidance” category for three-year spending at a level of 75%, rather than 80%, the DHCD has since agreed to include expenditures submitted, but not timely processed, that will increase the SHA’s spending above the 80% benchmark. The benchmark results presented will be a part of next year’s PMR.

AUP Results: The SHA again performed very well on its second AUP, conducted in October. As was the case last year, some recommendations represent new requirements under Chapter 235 that to date, remain undefined by regulations.

ED Performance Review: In response to the Board’s request to hold an executive session, S. Cusolito had advised that with only specific exceptions, performance reviews are held in open session and that insufficient information had been provided to determine that an executive session was required. The Board stated its interest in discussing Members’ individual responses on which the composite evaluation was based because it had not been able to do so, but also wanted to hold the discussion without Ms. Cusolito’s presence, whether in open or executive session. The Board ultimately agreed to hold its discussion in open session, following remaining open- and executive session agenda items. S. Cusolito expressed concern about the nature of the discussion and her right to participate, but with the Board’s insistence, she reluctantly exited at the time of discussion.

Board Member Elections: S. Cusolito reported on the continued lack of clarity surrounding replacement of one Town-elected commissioner with a public housing tenant. Both the State elections board and

individual towns are awaiting guidance from the DHCD; however, the Department has reported that regulations will not be in place in time for Spring 2018 elections. It is hoped that some guidance will be issued by the end of the year.

2018 Meeting Schedule: A motion was made by L. Pastuszek, seconded by S. Swanger, and unanimously voted, to approve the 2018 meeting schedule as presented, with meetings scheduled for the second Tuesday of each month.

Contractor Payment, Lakeside Oil: A motion was made by S. Swanger, seconded by K. Kang, and unanimously voted, to approve a payment of \$6,483.64 to Lakeside Oil for emergency service and replacement fo the boiler at 10 Landham Road.

The funds should be reimbursable through the New Duplex capital reserve.

Donation, Troop 61 Eagle Scout: A motion was made by K. Kang, seconded by A. Lepak, and unanimously voted, to accept a donation of \$133 from Troop 61 Eagle Scout candidate Jonathan Vellom and to send a letter of thanks from the SHA Board of Commissioners.

The funds represent the excess proceeds from a Scout fundraiser held to cover some costs associated with the Eagle project undertaken to benefit the SHA: planting a tree and constructing and installing a bench at Musketahquid Village. The funds were received and deposited into the SHALP reserve account.

Public Housing Administration Notices: S. Cusolito provided the link to those Notices published since the November 14, 2017 Regular Session.

Liaison Reports: Housing Trust: L. Pastuszek reported that the closings on all three Maynard Road homes are scheduled for December 22 and 30, with the expectation that the Certificates of Occupancy will be issued by that time. The three-bedroom house will be occupied by a current Sudbury resident with two children. The other two units will be occupied by single residents who will be new to Sudbury.

CPC: The second review of CPC fund proposals will occur on December 20. The Town has made a request for \$30K to cover administrative costs of the RHSO; however, similar to last year, it is not clear if the funds will represent a reduction in the 10% housing allocation requested by the SHT.

Melone: S. Swanger attended the November 28 Selectmen's meeting, at which the final Envision Melone report was presented and at which it was again agreed that defining specific uses, within the context of a RFP or otherwise, was premature. At its December 5 meeting, plans showing fields on the Concord side of the property were presented.

S. Cline reiterated her previous reminder that the funds utilized for the several studies to date, including those by GeoInsight, derive from the housing portion of CPA allocations.

S. Swanger mentioned the recent articles in the *Town Crier* regarding updating the Town's Master Plan and the recently facilitated forums on a "livable Sudbury" assessment. S. Cusolito noted that in June, she drafted responses to a housing questionnaire distributed to State Representative Carmine Gentile by the Council on Aging, but had not heard of any updates concerning the initiative in this interim. The Board asked that she contact Senior Center Executive Director Debra Galloway to express the SHA's interest in participating.

Open Forum: No comments.

UNFINISHED BUSINESS

Energy Procurement: S. Cusolito reported that she signed a 24-month contract with Power Options, which will encompass the rates of both the current supplier, Direct Energy, and its successor, Constellation, which assumes the supplier role in July 2019.

FYE19 Budget Update: S. Cusolito reported that the DHCD recently conveyed through Mass NAHRO that it plans to decouple the distribution of the FY18 Budget Guidelines from the updated ED Salary Schedule, the latter of which is delayed.

Formula Funding Projects Update: S. Cusolito provided an update on the Formula Funding projects in the pipeline:

FISH 288051, 705 bathroom rehab: We are trying to schedule a start date of January 8 for this project, which is due to complete in six days.

FISH 288053, 667 Landscape project: S. Cusolito met with the architect and the firm's intern to review drawings focused on the traffic circle, the quad, and the rear patio. The first-phase focus will likely be the circle and the quad. The installation of smoking shelters at the Village was also discussed. There's a likelihood of needing additional funds to cover some ADA improvements to the walkway around the quad.

FISH 288059, Water heater unions: The SHA has not received an anticipated report from the technical consultants. It's likely the recommendation will be to keep the units running in straight electric mode, but install a larger element to cut the cycle time.

FISH 288060, Village siding/trim project: This is in the review phase.

FISH 288061, ADA door replacement: This project will be advertised after the new year.

FISH 288064, Utility cable project: Eversource representatives were on site for a meeting with the SHA's engineering representative on December 5. Eversource will provide transformers at no cost and remove the existing ones at no cost. Eversource recommended bringing in a new main as well, at their cost, to better meet current safety standards. The test excavations showed no significant risk of ledge. The recommendation was to maintain the primary metering and to add starter conduit to the transformer/building connections in order to be better situated for replacement if these connections fail.

DIRECTOR'S REPORT

The cash receipt report was presented.

S. Cusolito reported on receipt of 156 resumes within the open period advertising the administrative assistant position. Some phone screening has occurred on a narrowed field, with interviews planned in the next week.

Vacancies: One vacancy waiver was filed in November, with four applicants screened and found ineligible. An internal transfer to this unit was approved resulting in a second vacancy, with screening already underway.

Evictions: No current actions.

Maintenance: Inspection of 705 units continues, as well as completion of deferred and routine work orders.

Adjourn: A motion was made by S. Swanger, seconded by L. Pastuszek, and unanimously voted to adjourn the December 12, 2017 Regular Session and move to Executive Session for the purpose of discussing real property acquisition, as discussion in open meeting might have a detrimental effect on the negotiating position of the SHA, to return to open session. The time was 5:20 p.m.

Yes: S. Cline

Yes: K. Kang

Yes: A. Lepak

Yes: L. Pastuszek

Yes: S. Swanger

Open Session: The Board returned to Open Session at 5:30 p.m.

ED Performance Review: As noted, the Board requested that S. Cusolito leave the room for its open-session discussion of individual performance evaluations.

Following its discussion, the Board advised that the composite evaluation would be presented at the January 9 meeting. The Board recommended maintaining the previously Board-approved salary, not currently approved by the State, as well as an FYE19 salary that includes the ANUEL, but without additional merit compensation. An update on staffing is slated for June 2018.

Adjourn: A motion was made by L. Pastuszek, seconded by S. Swanger, and unanimously voted, to adjourn the December 12, 2017 Regular Session. The time was 6:35 p.m.

Yes: S. Cline

Yes: K. Kang

Yes: A. Lepak

Yes: L. Pastuszek

Yes: S. Swanger

Minutes prepared by S. Cusolito, Executive Director